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**St. Louis Agency
on Training and
Employment
(SLATE)
Career Center**

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**SLATE CAREER CENTER
WIA/CAP TRAINING GUIDELINES
ISSUED JULY 26, 2005**

1. The job seeker can be employed or unemployed.
2. The training must be in a growth or stable occupation as defined by the Public Policy Research Center (WIS – Workforce Information System) surveys conducted in May and October of each year. The PPRC/WIS website is <http://pprc.umsi.edu/wis/>. A copy of the survey was emailed to staff on July 25, 2005. Training will be allowed for the job openings from Healthcare and Social Assistance through Information (Page 6 of survey). A new survey will be released shortly. The Director will issue additional information on allowable training if the job opening survey changes.
3. A formal assessment must be conducted (i.e. WorkKeys or TABE).
 - a. The job seeker must test out indicating the potential for success in their desired field.
4. If the job seeker has a degree or experience (transferable skill) in a growth or stable occupation, the job seeker is not eligible for training funds. Exceptions to this rule are noted below.
5. Unemployed
 - a. If job seeker has a degree or experience is in field with a downturn or if the degree/experience is in a growth or stable field, training can be considered if:
 - i. There is a skills gap
 - ii. Training is in a growth or stable occupation
 - iii. Training is reasonable and at an appropriate cost
6. Employed
 - a. If the job seeker's employment is in a field with a downturn or even if the employment is in a growth or stable field or if degree/experience training is in a growth or stable field, can be considered if:
 - i. If the job seeker earns less than the *self-sufficiency definition - \$10.06 per hour.
 - ii. There is a skills gap
 - iii. Training is reasonable and at an appropriate cost
7. No training funds will be provided under any circumstances to pursue a degree from a 4-year university. The only exception is a person taking a class at a 4-year university to bridge a skills gap.
8. 2-year associate degree – Discuss w/manager

All questions regarding this policy must be cleared through your manager.